

RESURVEY APPLICATION
INSTRUCTIONS

REQUEST TO APPEAR BEFORE THE CITY OF GARDENDALE
PLANNING AND ZONING BOARD

NEXT SCHEDULED MEETING: _____
APPLICATION DEADLINE: _____

1. MEETINGS ARE HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:30 PM AT THE GARDENDALE CITY HALL COUNCIL CHAMBERS.
2. THE APPLICANT, OWNER OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT MEETING...PLEASE PROVIDE PHONE NUMBERS ON APPLICATION.
3. THE APPLICATION AND ALL REQUIREMENTS MUST BE RETURNED BY THE APPLICATION DEADLINE (30 days before the meeting date).
4. **FILING FEE OF \$50.00, PLUS POSTAGE COSTS FOR NOTIFICATION BY CERTIFIED MAIL TO ALL ADJACENT PROPERTY OWNERS.** IF THESE NAMES ARE ON RECORD AT TAX ASSESSOR'S OFFICE, THE INSPECTION OFFICE WILL SECURE THAT INFORMATION FOR YOU.
5. THE FINAL PLAT SHOULD CONSIST OF ONE MYLAR AND 5 COPIES. **ALL COPIES PRESENTED SHOULD INCLUDE SIGNATURES AND NOTARIES FOR ALL PROPERTY OWNERS, SURVEYOR/ENGINEER, AND MORTGAGE CO.**
6. A SIGNATURE LINE SHOULD BE ADDED FOR GARDENDALE'S MAYOR AND CHAIRMAN OF ZONING BOARD, ALONG WITH ONE NOTARY FOR BOTH.
7. IF THE PROPERTY IS ON SEWER, THE FOLLOWING PARAGRAPH SHOULD BE ADDED, ALONG WITH A SIGNATURE LINE FOR DIRECTOR OF ENVIRONMENTAL SERVICES (no notary necessary). SIGNATURE SHOULD NOT BE SECURED UNTIL AFTER THE ZONING BOARD APPROVES THE RESURVEY.
"Environmental Services Department approval indicates that easements have been dedicated for future Jefferson County sanitary sewers; however, this does not mean sanitary sewers have been built or will be built in the future. Any change in the Right-of-Way or Easement boundaries after this date may void this approval."
8. **Size and type of all easements should be shown & the following statement should be added: "Maintenance of all easements outside city right-of-way shall be the responsibility of the property owner and not the City of Gardendale".**

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9. If an existing building/structures exist, a separate drawing/plot is required showing the location and dimensions so the Board may review for non-conformities.

Requirements:

- 1. Application signed by owner, or agent of owner**
- 2. Fee**
- 3. Resurvey plat that meets Gardendale's Final Subdivision Plat requirements, as outlined in Appendix A Application Instructions of the Gardendale Subdivision Regulations - 1 mylar and 5 copies. Can be stamped by engineer or surveyor.**
- 4. Following approval by the Zoning Board, one recorded copy of the plat should be returned to the Inspection Services Department for its files.**

If necessary, the Inspection office will advise the procedure for assigning or changing addresses.